



JOB DESCRIPTION

Position Title: **Senior Librarian**

Working Area: **Branch Administration**

Class Code: 5315
2002

Exempt

EEO Code: 02

Effective Date: August 30,

Major Function

Professional and supervisory work assisting in the operation of a Branch Library.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists in planning, scheduling, and assigning activities to the personnel assigned to a branch library. Assumes responsibility for the operation of the branch in the absence of supervisor. May be responsible for the operation of adult or children's services at the branch library level.

Supervises, trains, and provides guidance to assigned personnel. Initiates and effectively recommends, for final approval by the department director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions.

Performs professional librarian work in the promotion, circulation, and reference use of library materials. Selects and submits orders for books and other library materials for approval by the supervisor.

Resolves or initiates action to resolve complaints by library patrons.

Prepares and submits regular and special statistical, management, and other reports as required.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Considerable knowledge of established principles, practices, and methods of library science and administration, including general reference, classification, cataloging, circulation, selection of appropriate materials, and development of collections.

Ability to plan, direct, and organize the activities of subordinate staff. Ability to establish and maintain effective working relationships with others. Ability to prepare comprehensive reports and present information clearly and concisely, in both orally and writing form.

Skilled in the use of library automated and cataloging systems.

Master's Degree in Library Science from an accredited American Library Association college or university, and three (3) years professional library experience, one (1) year of which must have been in public library or children's services. A valid Florida driver's license is required.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is in an office setting. Most duties are performed sitting at a desk, table or workstation. Incumbents are required to shelve books and perform some heavy lifting. Incumbents in this classification have regular exposure to radiant and electrical energy found in an office environment.